

CalWORKs and FOOD STAMP DATA SYSTEMS DESIGN TASKFORCE

Systems Maintenance Unit (SMU)

TRANSMITTAL NUMBER: 03-02 (FS)

March 3, 2003

TO: All Performance Measurement County and Field Operations
Bureau Staff

SUBJECT/PURPOSE: Disqualified Recipient Subsystem

RELATED REFERENCE: FNS Handbook 310 Section 847

SUPERSEDES: None

EFFECTIVE DATE: February 2003 Sample Month

BACKGROUND:

Section 847 of the FNS Handbook 310 states "The reviewer must complete a check for all adult household members, 18 years of age or older, with the Disqualified Recipient Subsystem (DRS), in order to verify the possible presence of individual(s) in the household who have been disqualified from participation in the Food Stamp Program AORD." If the system shows that there are no disqualified members and there is no contrary evidence as a result of the review, no further verification is required. If the DRS check indicates that there could be disqualified household member(s), the agency that submitted the information to the DRS must be contacted to verify the member(s) status. The case contains a variance if the household member(s) was incorrectly included or excluded, unless the variance is excluded based upon the change reporting requirements. In California, the DRS information is provided on the Income and Eligibility Verification System (IEVS) report. This transmittal provides instructions for reflecting the results of the DRS inquiry on the Q5i Worksheet.

INSTRUCTIONS:

All QC case files must contain a copy of the IEVS report (which has the DRS information) for all household members 18 years of age and older effective with the February 2003 sample month. All cases re-reviewed beginning in February 2003 will be considered incomplete and returned to the reviewer if the report(s) is not included with the case.

The results of the DRS inquiry are to be reflected in Q5i Item 151i-001 (Disqualification Type) Class Comments. If there is no disqualification, note in the Class comments that all household members are qualified to participate in the Federal Food Stamp Program and/or California Food Assistance Program, as appropriate, per the attached DRS report(s).

When the case contains a variance, cite the error in Class 020 (FS Error Identification). In Item 020-0002 (Error Class Code) use Code 151 (Recipient Disqualification), and in Item 020-0013 (Error Nature Code) use either code 151A (006 Eligible Person(s) Excluded) or code 151B (007 Ineligible Person(s) Included) whichever is appropriate.

INQUIRIES:

Michael Bowman-Jones, Analyst
Systems Maintenance Unit.

Original Signed by Joeana Carpenter

**JOEANA CARPENTER, Chief
CalWORKs and Food Stamp
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